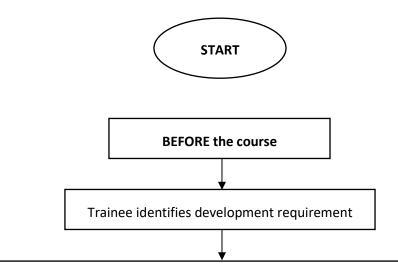
Study Leave Flow Chart Process for GP Trainees

BTHFT Medical Education Study Leave Team: studyleave@bthft.nhs.uk

Study Leave | Health Education Yorkshire and Humber (yorksandhumberdeanery.nhs.uk)



Trainee completes and submits a **Study Leave Application Form** on **Accent Leave Manager (ALM)**Accent - Sign-In (hicom.co.uk) making sure to include all estimated expenses. When submitting your application, select your **relevant GP TPD** to review your form

Once your application has been reviewed, you will receive an email notification with the outcome

AFTER the course

Trainee submits an Expenses Claim Form and all receipt(s) by email to: studyleave@bthft.nhs.uk within 6 weeks of the event taking place

Expense Claim approved by Medical Education Centre Manager & submitted to Payroll by the Study Leave Co-Ordinator

END